

***The West Virginia Office of Technology***  
***Portfolio, Program and Project Management Board (P<sup>3</sup>MB)***  
***Charter***

***Purpose***

The West Virginia Office of Technology (WVOT) Portfolio, Program and Project Management Board (hereafter the “Board”) will provide executive level oversight for portfolios, programs and projects involving the use of technology resources, as well as major information technology projects undertaken by state agencies.

***Responsibilities***

The primary responsibilities of the Board are:

- Establish and follow a formal approval and prioritization process for proposed information technology projects based on the following criteria:
  - conformity to the statewide and agency strategic plans
  - legislative mandate and regulatory requirements
  - ability to secure and safeguard data and technology resources
  - potential to generate revenue or establish funding sources
  - required to replace aging and obsolete applications and equipment
  - benefits for the state and citizenry – improve customer service
  - opportunity to improve effectiveness and efficiency of operations
  - risks associated with pursuing or not pursuing the project
  - technical feasibility of the project
  - funding requirements
- Provide strategic direction for portfolios, programs and projects related to technology applications, infrastructure and services
- Approve, prioritize, and monitor portfolios, programs and projects including scope, budgets, and schedules, as well as changes to these items
- Allocate resources, including personnel, for portfolios, programs and projects related to technology applications, infrastructure and services
- Establish Steering Committees to communicate about and monitor information related to specific technology portfolios, programs and projects.
- Address risks and resolve issues that require executive level decisions

- Serve as the Project Steering Committee for internal WVOT projects or WVOT sponsored projects

### ***Decision Making***

In general, the Board will make decisions by consensus of voting members. The consensus will not require unanimity, since members may still disagree with the final result, but all members do agree to support the outcome. A consensus will be reached when all members can say they agree with the decision OR have had their "say" and were unable to convince the others of their viewpoint. If a consensus cannot be reached, the chairperson(s) will ask members to vote, with the majority vote used to determine the ultimate decision. Members must be present to vote or submit an electronic vote prior to next Board Meeting. In the event of a tie, the Chief Technology Officer will cast the deciding vote. The CTO has veto power over all decisions.

Projects are prioritized using the P3MB ranking criteria.

### ***Rules of Operation***

- In general, this Board will meet weekly.
- Board members may send a representative to meetings in their absence, but voting privileges may not be delegated.
- Agendas and other meeting materials, such as concept papers and status reports, will be posted at least two (2) business days before the meetings.
- Meeting notes (of significant decisions and action items) will be distributed within two (2) business days of each meeting. All corrections to the notes must be submitted by the end of the subsequent meeting.

### ***Board Membership***

#### **Voting Members**

- WVOT Chief Technology Officer (Co-Chairperson)
- WVOT Chief Financial Officer
- WVOT Director of Client Services
- WVOT Director of Applications Development
- WVOT Director of Infrastructure Design, Networking and Telecommunications
- WVOT Director of Information Security and Controls – Chief Information Security Officer

#### **Participating Members (non-voting)**

- WVOT Project Managers
- Upon CTO, Director or PMO request – Consulting Services Consultants, Contractual Representatives and Customer Resource Managers

### ***Amendments to the Charter***

This charter may be changed, modified, or otherwise amended as required to guide the Board in the execution of duties and responsibilities. The Charter is a controlled document and, as such, will be only be substantively modified following the decision making process specified above.

## ***Glossary***

**Major Information Technology Projects** – any information technology project estimated to cost more than one hundred thousand dollars (\$100,000.00) or require more than three hundred (300) man hours to complete.

**Portfolio** – a collection of project or program and other work, which may or may not be interdependent or related, to facilitate effective management of work to achieve strategic business objectives.

**Program** - a collection of related projects which, taken together, solve an identifiable business/technical problem or complete an initiative. A program organizes the interrelationships of the individual projects within it and provides an overall means for effectively organizing and coordinating those projects. Although a program may have a scope, schedule, budget, and high level deliverables, these attributes are broadly defined and subject to change as projects evolve and new related projects arise.

**Project** – a group of related work activities which, when effectively carried out, will achieve certain goals and objectives. A project is managed by a project manager, operates under a project structure and has a well-defined scope, duration, budget, and very specific deliverables. A project can exist independently of any program or can be identified as part of a program.

**Project Management** - is the discipline of planning, organizing, and managing resources to bring about the successful completion of specific project goals and objectives